

United States Probation and Pretrial Services Office, Eastern District of Arkansas

Special Offender Specialist

Job Announcement Number: 2017-08

Salary Schedule Table RUS:
CL 29: \$68,640 to \$111,581

Position Overview:

The Probation Officer Specialist will function as the Special Offender Specialist for the U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas. Special Offender Specialist is a mission critical, career-path position. The Special Offender Specialist performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as sex offenses, computer-related crimes, mental health treatment, substance and/or alcohol abuse, and financial (white collar) crimes, or have location monitoring conditions. Intensive supervision is required for high-risk offenders/defendants. Work is performed in an office setting and in the community and requires regular contact with persons who have violent backgrounds. Frequent district travel, statewide, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court, to assist defendants and offenders, and to protect the community.

Opening Date: Monday July 3, 2017

Closing Date: Monday, July 17, 2017

Position Location: This position will be assigned to the Little Rock office.

Education and Professional Work Experience Requirements: A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling; psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year as a classification level of (CL) 28, as a federal probation or pretrial services officer in the United States Courts is required.

Specialized experience is progressively responsible experience in the investigations, supervision, counseling, and guidance of offenders in community correction, probation, or pretrial services programs. A working knowledge of federal pretrial, pre-sentence, and adult defendant and offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit.

Leadership skills, good analytical skills, good judgement, and a high degree or level of integrity is critical to be successful in the job. Strong verbal and writing skills are required. Competent computer skills in a Windows environment is necessary. Please provide the date of your most recent background investigation in your cover letter.

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CL 28 Experience Requirement: two years specialized experience is required, including at least one year as a CL27 Probation/Pretrial Services Officer in the United States Courts (federal judiciary).

CL 29 Experience Requirement: three years specialized experience is required, including at least one year as a CL28 Probation/Pretrial Services Officer in the United States Courts (federal judiciary).

Application Procedures:

A copy of the job vacancy announcement and position description is located on the Probation Office's website, www.arep.uscourts.gov/careers. Qualified applicants should submit the following documents in order to be considered for the position:

- A letter of interest, no more than three (3) pages, single spaced, outlining relevant knowledge, skills and experience that will assist in performance of the duties of a Special Offender Specialist.
- Detailed Resume
- Two most recent performance evaluations
- Three professional references

It is preferred applicants submit the required documentation in a single PDF file to arepdb_humanresources@arep.uscourts.gov. Applications may also be mailed to the following

United States Probation & Pretrial Services, ED/AR
Attn: Margaret Hoskyn
600 W. Capitol Avenue, Suite A226
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00p.m., July 17, 2017. Facsimiles will not be accepted.

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

The U.S. Probation Office is an Equal Opportunity Employer.

Job Title	Special Offender Specialist	CL - 29
Occupational Group*	Professional Line	

Job Summary

By statute, the probation/pretrial services officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type, and serve as local experts on cases of this type. The Special Offender Specialist performs duties that involve high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, and financial (white collar) crimes or cases with location monitoring conditions. Intensive supervision is often required for high-risk offenders/defendants. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

Representative Duties

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as being high-risk. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk, specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants in high-risk cases.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to aftercare.
- Track developments in the law and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate treatment, alternatives, and/or sanctions. Report

Job Title	Special Offender Specialist	CL - 29
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violations of the conditions of supervision to the appropriate authorities. Prepare reports of violation matters and make recommendations for disposition.

- Locate, provide, and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk offenders/defendants while following established procedures and protocols. Maintain paper and computerized records of results and progress. Respond to judicial officer's request for information and advice. Serve as a resource and expert in high risk issues to staff, line officers, and the court. Maintain detailed records of case activity. Conduct surveillance and/or search and seizure at the direction of the court.
- Participate in on-going training and education opportunities to further develop and/or enhance knowledge, techniques, tools, and skills relating to the investigation, supervision, and treatment practices of high-risk offenders/defendants.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity.
- Perform administrative duties regarding mental health treatment, substance abuse, location monitoring, sex offenses, computer-related crimes, financial, and other high risk issues. Guide the work of staff providing administrative and technical assistance to officers.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Pretrial Services/ Law Enforcement

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk offenders/defendants. Skill in supervising offenders/defendants in location monitoring, mental health treatment, substance abuse, or other high risk factors. Ability to provide guidance to other officers, the court, and other agencies, regarding high-risk offenders/defendants. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.
- Knowledge of investigative techniques and skill in investigating offenders/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Knowledge of legal terminology. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Skill in conducting legal research related to varied, complex, and difficult legal issues while supervising offenders/defendants. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to discern deception and act accordingly.
- Ability to compile and summarize information (such as background checks and criminal histories) within established time frames.

Job Title	Special Offender Specialist	CL - 29
Occupational Group*	Professional Line	

- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

Information Technology and Automation

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Incumbents' work assists officers and the court by developing programs for defendants and offenders with specialized needs which help ensure appearance at future court hearings and/or proper sentencing. Proper sentencing minimizes the number of incarcerations while maximizing the protection of the public. The specialized programs developed and managed by Special Offender Specialists aid judicial officers in making decisions concerning the offender's/defendant's specific needs. Successful management of special needs benefits the offender/defendant, family members, employers, and others in the community.

Factor 3 – Complexity and Decision Making

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Incumbents gather and analyze information to determine or recommend the best course of action. Management of defendants with specialized needs is in itself complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant, is difficult. Staying abreast of developments in the specialized area adds to the complexity of the position. Incumbents require minimal supervision in most areas. Incumbents have discretion in developing, implementing, and evaluating programs as they relate to the area of specialization.

Job Title	Special Offender Specialist	CL - 29
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Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, peers in the field of specialization, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

Factor 4B – Interactions with External Contacts

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' background, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Special Offender Specialists also have contact with drug and alcohol treatment professionals, mental health professionals, and home confinement equipment vendors for the purpose of providing specialized supervision of offenders/defendants. Frequent contacts with service providers ensure quality of service.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics.

*Occupational Group:

Operational Court Support Positions = **O**

Administrative Court Support Positions = **A**

Professional Administrative Positions = **PA**

Professional Line Positions = **PL**